



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

August 1, 2001

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2002-09

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Worker's Compensation Procedures

When an employee is on leave for a worker's compensation injury, agencies must follow the Worker's Compensation (PA) and Worker's Compensation Adjustment to Wage Types ISIS HR on line help scripts to record the leave taken accurately and to make the adjustments for the worker's compensation check used to buy back leave. ISIS HR processes the adjustments somewhat differently for the following two situations:

Buy Back Leave – No Funds Due Back to Employee

- Agencies must follow the on line help scripts listed above to make the entries in ISIS HR to buy back the leave. This will adjust the leave balances/accruals, taxes, taxable wages etc. No accounting entry will be sent to AFS from ISIS HR. The agency must deposit the worker's compensation check to AFS and classify it as a return of appropriation - credit salary expenditures (2100, 2130 etc.) and debit agency cash – 6000 to ensure AFS expenditures and cash are correct. When classifying the deposit in AFS, agencies should use their federal EIN that is used for accounting purposes as the vendor number.

Buy Back Leave – Some Funds Due Back to Employee

- If an employee is buying back leave and part of the worker's compensation check is actually due to the employee, the agency must follow the same on-line help scripts and make the entries in ISIS HR to buy back the leave. This will adjust the leave balances/accruals, taxes, taxable wages etc. If funds are due to the employee, ISIS HR will issue the check and send the accounting entry corresponding to the check amount to AFS (debit agency expenditures, credit agency cash - 6000). The agency must deposit the worker's compensation check and classify it as a return of appropriation – credit salary expenditures (2100, 2130 etc) and debit agency cash – 6000 to ensure AFS expenditures and cash are correct. (Part of this will be reversed by the entry sent by ISIS HR for the check amount.) Again, when classifying the deposit in AFS agencies should use their federal EIN that is used for accounting purposes as the vendor number.

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Agencies must follow different procedures for worker's compensation payments for wages paid while on the Uniform Payroll System. Contact a member of the OSUP Wage and Tax Administration Unit (listed below) for special procedures for handling this situation.

If you have any questions about the on-line help, contact the ISIS HR Help Desk at (225) 342-2677. If you have questions about processing the AFS entries, contact the Office of Statewide Reporting. Any other questions should be directed to the OSUP Wage and Tax Administration Unit:

Cindy McClure 342-1652 Rhonda Desselle 342-8928 Rachel Bryant 342-1651

JWC:APH:kmb